

Data Sharing Agreement – Bangor University and Bangor University Students’ Union

1. Introduction

The following agreement governs the transfer and provision of students personal information by Bangor University (hereinafter referred to as “the University”) to Bangor University Students’ Union (hereinafter referred to as “the Union”) and the purposes for which that information may be used by the Union.

This agreement has been updated in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 that came into force in the UK in May 2018. Data sharing between Bangor University and Bangor University Students’ Union will comply with all individual rights guaranteed within the new regulations.

2. Use of Information

The Union will use this information for the following purposes only (save for any additional emergency reasons agreed with the University’s Head of Governance & Compliance):

- The administration of Bangor University Students’ Union and its engagement with the student body (including, but not limited to: Sports Clubs, Societies, Student Volunteering, UMCB, Student Representation and Student Voice)
- To manage Union membership, and membership administration including managing the democratic process of electing Union representatives
- Services provided directly by Bangor University Students’ Union and for the direct communication with its members
- To support the University in its collection of data and information for the Higher Education Achievement Report (HEAR) and the Bangor Employability Award (BEA)
- To gather feedback directly from its members and to produce demographic reports on membership engagement
- To administer surveys of Bangor Students’ Union members and to recruit members for research related activity (e.g. focus groups)
- For the administration of Student case files
- To direct information back to the University for use within student analytics reporting and management of Course Rep election and engagement
- To direct information back to the University for use by the Bangor University Development and Alumni Relations Office in their work engaging with Bangor Alumni

Other Information to be shared

- Personal data may also be shared between the parties where required and

necessary in order to ensure that the policies and procedures of both the University and Students' Union are upheld and in order to investigate fully any alleged breach of those policies and procedures and take any necessary further action. In particular due regard will be given to the Regulation for Student Discipline and the rules of behaviour outlined therein.

- Where special category of personal data is involved, in particular the commission or alleged commission of a criminal offence, consideration will be given as to whether the sharing is necessary in order for the University to promptly assess whether the student meets any fitness to practise standards required by the programme on which they are enrolled or to assess the risk posed by the individual to the wider student/staff body.

3. Information Provision

Student information will be provided via a secure electronic transfer. The transfer will ensure that the Union (in concert with the Union's chosen membership system supplier) will hold the most up-to-date information and ensure that the details of any student who opts out of the data sharing agreement are removed in accordance with the agreed process

New Students - The University will provide the Students' Union with details of all students, of all programme levels, who are to be commencing studies at the University prior to their arrival

Current Students – Information on current students may be shared by the Union with the University, and by the University with the Union only in specific circumstances as outlined above. Any decisions to share information for current students will be made following consultation with the Students' Union Director (for the Students' Union) and the Head of Governance and Compliance (for the University).

Permanent Leavers - At the start of May and of October, the University will provide the Students' Union with registration numbers of students who are expected to graduate, or, have permanently left the University since the previous update.

Data Accuracy - Any changes to the shared student data will be updated in the daily transfer of information between the University and the Union

The data provided by the University shall be taken as an up to date and current record of student status and eligibility to take part in Students' Union activities (e.g. Elections, Clubs and Societies Memberships)

4. Classes of Information

The University will provide the Students' Union with the following student information:

- Student Number (500 number)
- Username
- Full Name

- Department
- Programme and Part
- Predicted Leave Date
- Programme Level
- Date of Birth
- Gender
- Nationality
- Home Address
- Term Address
- University Email Address
- Home Email Address
- Mobile Telephone Number
- Emergency Contacts Details
- Language Choice

5. Conditions for the processing of student personal information

With regard to the use of students' personal information, Bangor University and Bangor University Students' Union will ensure:

- Compliance with the Bangor University Data Protection Policy and Guidelines;
- Compliance with the Data Protection Act 2018 (and any subsequent legislation passed) generally, and in particular;
 - Members of Bangor University and Bangor University Students' Union staff and Officers handling student personal information will undertake appropriate data protection training before any member of staff / Officers processes information;
 - Any data processor Bangor University Students' Union uses has security policies and procedures that ensure compliance, with the Data Protection Act 2018.

6. Restrictions on the use of student information

The information provided by the University to the Union, and vice versa, shall not be passed to any third party, without the express consent of the individual(s) concerned, except under the following conditions:

- Where the Union has obtained the specific permission from the Head of Governance and Compliance on behalf of the University.
- Where the information is released to the Union's chosen membership system supplier who operate and host the Union website. The Union shall ensure that the chosen membership system supplier is contractually:
 - Prohibited from using the data for any other purpose.
 - Obligated to comply with the conditions in this agreement.
 - Obligated to securely destroy the data should the contract be terminated for any reason.

- The information provided by the University to the Union shall not, without the express consent of the individual concerned, be used for the purpose of marketing services provided by organisations or individuals other than the Union or University.

With regard to the use of students' personal and University email addresses for the purposes of marketing, the Union shall ensure that:

- The University's IT Services department is given appropriate notification of bulk emails.
- The University's Director of Communications and Public Affairs receives a copy of all emails sent to students [other than those of a personal nature] to enable the University to monitor content.
- Students are given an option in each mailing to opt out of future mailings.

With regard to the use of students' postal addresses (home, term or other) for the purposes of marketing, the Union shall ensure that:

- The University Director of Communications and Public Affairs receives a copy of all mailings sent to students [other than those of a personal nature] to enable the University to monitor content.
- Information sent to students relates directly to the operational activities of the Union or to products and services provided by the Union, which are of genuine benefit to students.
- Information shall not be sent to students to market the products or services provided by organisations or individuals other than the Union. This shall not preclude the Union from including advertising or sponsorship material from third parties with mailings principally sent for the purpose of promoting Union services.
- Students are given an option in each mailing to opt out of future mailings.

The Union shall ensure that emergency contacts are only used in case of an emergency.

Bangor University Students' Union shall, for the purposes of use within the Higher Education Achievement Report (HEAR), the Bangor Employability Award (BEA), and University wide analytics projects, provide relevant data to the University for the following areas:

- Club / Society or Volunteering Group active memberships
- Club or Society Committee Members
- Volunteering Project Leaders and Committee Members
- Course Representatives and Elected Student Leaders
- Democratic engagement (including Elections and Referenda and General Meeting attendance)
- Training and extracurricular learning undertaken, related to the above activity

Bangor University Students' Union shall, for the purposes of use by the Bangor University Development and Alumni Relations Office provide details of all students involved with Student

Opportunities Groups (save for those who have requested to have their information kept confidential).

Provision of relevant data for the above activities will be with exception of any special category data, however, students in these cases may request such data be included or the Students' Union Director / Head of Governance and Compliance can take a view that in exceptional circumstances the provision of such data is proportionate and relevant.

Student opt out rights

In addition to the opportunity for students to exercise opt out rights as detailed above the following opt out procedures shall be in place:

- Any students who object to their data being shared with the Students' Union in accordance with this Data Sharing Agreement can inform the University of this through the My Bangor portal. Upon notice of this the student's data shall be removed from the live data feed (Students should be aware that this may restrict their access to the Union services and activities).
- Where a student has opted out after an initial transfer of data in which they included the Students' Union (and the Union's chosen membership system supplier), the Union shall ensure that any data provided by the University and relating to those students are securely destroyed without delay. The student will also have the opportunity to opt out of membership of the Union by following the Union's [Bye-Law 8 – Opting Out of Membership](#)

Review and publication

This agreement is to be reviewed annually and will go the Compliance Task Group for approval. Changes shall be agreed between the Students' Union Director and the Head of Governance & Compliance ahead of this meeting.


This agreement shall be published on the Bangor University Students' Union and Bangor University websites

This agreement is signed, on behalf of Bangor University Students' Union, by:



On this date: 24th October 2019

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